

# COD Processing Update

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October 21, 2005

## *Direct Loan*

### COD News

#### **COD System Maintenance Planned For Sunday, October 23, 2005 (10/19/05)**

The COD System will undergo routine maintenance on Sunday, October 23, 2005 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, October 23, 2005 (10/19/05)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, October 23, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

**UPDATED!**

#### **Last Day To Register For The 2005 San Diego Electronic Access Conference [(10/13/05) (Updated 10/21/05)]**

As a reminder, the first 2005 Electronic Access Conference (EAC) will be held October 30, 2005 through November 2, 2005 in San Diego, California. The registration deadline for the San Diego EAC is today, October 21, 2005. Detailed information about the EAC is available in the Electronic Announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0830EAC05.html> and on FSA's conference Web site at <http://www.ed.gov/offices/OSFAP/conferences/index.html>.

**NEW!**

#### **Unlocking And Resetting COD Web Site Passwords (10/21/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs



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his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>.

### **Erroneous "Change in Zero Balance" Letters Posted On COD Web Site October 12, 2005 (10/14/05)**

On October 12, 2005, COD erroneously generated "Change in Zero Balance" letters for the majority of Direct Loan schools. These letters incorrectly inform schools that have already closed out past program years that they are no longer considered closed out.



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COD did not mail the erroneous letters to schools; however, a copy of each letter was posted to the COD Web site on October 12th. Please disregard all "Change in Zero Balance" letters with an October 12th date posted on the COD Web site.

COD regrets any inconvenience the erroneous letter postings cause schools. To remedy this situation, COD is correcting the COD database, removing the erroneous letters from the COD Web site, and taking steps to prevent the recurrence of this problem.

Direct Loan Bulletin 05-17 explains this situation and was released to schools from the COD School Relations Center on October 14, 2005. The bulletin has been posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0517.html>.

If you have any questions, contact the COD School Relations Center.

### **Hurricane Information (09/14/05)**

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

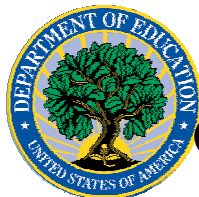
## **Reports and Data Requests**



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.  
(10/03/05)



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## *Pell Grants*

### COD News

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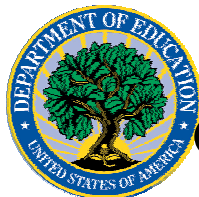
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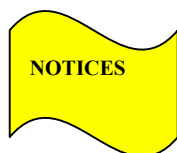
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## Reports and Data Requests



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- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. If a school wants to use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database, it should contact the COD School Relations Center by e-mail to



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[CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line.

**Note:** If a school is unable to e-mail its request, it can contact the COD School Relations Center.  
(10/03/05)

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	